



VACANCY ANNOUNCEMENT

USAID/West Africa is looking for a highly motivated and qualified Ghanaian for the position of **Project Management Specialist - Trade**. The position is located in the Trade & Investment Office of USAID/West Africa. The incumbent implements key aspects of a major USAID program to increase trade to the United States to improve the West African enabling environment for trade, and other duties related to the USAID West Africa Trade and Investment Program.

Minimum of a bachelor's degree in business or social sciences is required. A minimum of 2 years of job related, professional-level experience in a related role is required. Prior experience in project design, implementation, and usage of complex IT systems for monitoring and evaluation of projects and results/budget tracking and documentation is desired. Ability to establish and maintain an extensive range of mid to high level contracts within and outside USAID. Strong technical, analytical and computer skills to analyze issues and recommend and present solutions and/or options. Demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively with senior level officials.

For the full requirements for the position and job description please contact acpersonnel@usaid.gov or <http://www.usaid.gov/westafrica/employment/index.htm>

Salary Range: *(This is a Ladder position starting at Grade FSN 10 [21,487 – 32,227] with possible progression through Grade FSN 12 [32,928 – 49,388] contingent upon attaining the necessary qualification and performance criteria).*

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

Program Management Specialist - Trade

USAID/West Africa,
P.O. Box 1630, Accra

Or by email: acpersonnel@usaid.gov

CLOSING DATE: **JULY 05, 2011**

(Please note that only short-listed applicants will be contacted.)

BASIC FUNCTION OF POSITION:

The position is located in the Trade & Investment Office of USAID/West Africa. The Incumbent serves as Project Management Specialist to implement key aspects of a major USAID program to increase trade to the United States to improve the West African enabling environment for trade, and other duties related to the USAID West Africa Trade and Investment Program.

MAJOR DUTIES AND RESPONSIBILITIES

OVERVIEW

The Project Management Specialist coordinates a major regional program. The applicant must possess an in-depth knowledge of the sector, based on years of practical experience within a broad network of contacts in both government and industry, and will be able to build substantial partnerships to greatly enhance the efficiency and competitiveness of trade in West Africa.

Exporters in West Africa face numerous operational and systemic challenges. USAID/West Africa implements numerous programs to address these challenges. The overall objective of the Trade and Investment Office is to increase exports, especially to the USA under the provisions of the African Growth and Opportunities Act (AGOA), thereby creating jobs and reducing poverty.

USAID/West Africa's Trade and Investment Office, with a technical team of four specialists, is responsible for implementing a substantial portion of the technical assistance under AGOA. The various specialists deliver direct support to firms, but also target such costs of doing business as energy, finance, telecommunications, and tariff and non-tariff barriers. The Trade Project Management Specialist is part of that team.

A. Trade Project Management and Administration 30%

USAID/West Africa implements regional programs through contractors and grantees, and in some cases directly with beneficiaries in West Africa. These programs conform to approved strategic frameworks, are implemented in compliance with U.S. and other government regulations, and follow standard USAID operating procedures. The task of trade program management and administration is to facilitate the smooth operations of these programs and to report on compliance with applicable rules and regulations. Specific duties will include drafting and tracking of internal financial approval documents, performance-monitoring plans, and the annual report to Congress.

It may frequently be necessary to find new ways to accomplish program goals within evolving funding requirements and legal restrictions. Programs may at times need to be completely redirected to meet changing circumstances. The incumbent is expected to assess the impact of changing U.S. government priorities as well as evolving market conditions, covering a very wide variety of product types, in developing and recommending specific approaches to senior management.

B. Contractor Oversight 30%

Trade project management and administration entails working directly with USAID contractors and grantees on tasks specifically assigned by contract, agreement, and technical officers. These tasks may include consultations with colleagues to develop USAID position papers on alternative program-implementation plans, the research and development of concept papers on new programs to increase trade, and participation on study teams to analyze the effectiveness of ongoing activities in achieving program goals.

The incumbent will initiate contact and provide expert technical advice and direction to contractor and grantee professionals for which direct oversight responsibilities are exercised, and with contractor professionals in other areas of program focus, working to improve the competitiveness of the West African business environment, particularly for export-oriented enterprises. Work complexities will require the development of alternate solutions to reduce time and costs, versatility and innovation.

C. Program-Wide Reporting and Information Management 20%

Assesses program effectiveness for the improvement of complex program and management processes and systems encompassing difficult and diverse functions or issues that affect critical aspects of the major programs of the USAID/West Africa Trade and Investment Office. As an expert on long-range planning, recommends and participates in developing strategies for implementing planning for a major program. Recommends short- and long-range goals of the organization, develops detailed plans for implementing them, and oversees implementation of the goals through contractors and grantees. Determines if adjustments or changes in objectives or emphasis are needed in organization functions. Recommends organizational or process changes.

Directs the capture, reporting, and analysis of statistical data relating to the organization's operations and directs or personally performs special studies or projects. Prepares and contributes to reports and

other presentations on program planning and evaluation. Designs and conducts a wide variety of comprehensive studies and detailed analyses of complex functions and processes related to program planning and management. Identifies and proposes solutions to management problems that are of major importance to planning program direction.

D. Communications 10%

The incumbent prepares a variety of documents for publication and dissemination to suit numerous key constituencies both within and outside the U.S. government. These are important rules and regulations that govern how the office may communicate its work, for example, to assure that persons with disabilities have access, or to assure that sensitive personal or classified national security information are properly distributed. Effective communications will generally involve selecting the most appropriate medium and applying the skills necessary to take advantage of particular media, for example the “success story” presented on a glossy one-page handout as well as a web page, the “reporting cable” disseminated to all U.S. diplomatic posts worldwide, and the “spoken remarks” and “scene setters” prepared for the USAID/West Africa director or other senior U.S. government official for presentation at a ceremony or other public event.

The task of communications is to analyze Trade and Investment Office information, consult with office staff on program priorities and communications objectives, and then assure that the work of the office is described and presented in ways that are relevant and compelling to each of the targeted audiences. The incumbent should be able to understand and interpret defined program objectives, exercising judgment to proceed with implementation of routine communications tasks, yet recognizing when special circumstances require consultation with the office chief or other senior USAID/West Africa management.

E. Other Duties as Required 10%

The Trade and Investment Office is small. This necessarily means that all staff will from time to time perform other duties decided by the office chief. These may entail performing work in an “acting” capacity for a colleague who is traveling or on leave, assisting a colleague with an especially urgent task, or personally taking responsibility for a special project.

As an example, special projects may require the incumbent to act as an expert on special projects, advising top management on major office issues; or lead, conduct or participate in complex management studies and reviews--particularly those with wide or significant effect upon USAID's strategic focus, policy, processes, operations, fiscal control and economy, and those where the boundaries of the studies may be broad.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Bachelors Degree in business or social science is required. Masters preferred.
- b. **Prior Work Experience:** A minimum of 2 years of job related, professional-level experience in a related role is required. Prior experience in project design, implementation, and usage of complex IT systems for monitoring and evaluation of projects and results/ budget tracking and documentation is desired.
- c. **Post Entry Training:** Acquisition and assistance, accruals, program management is required.
- d. **Language Proficiency: List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read):** English (4/4/4 speaking, reading, writing) fluent.
- e. **Job Knowledge:** Service in, or substantial and regular contact and/or business dealings with, key U.S. Government agencies in trade-related fields, preferably with an understanding of the functions of such U.S. Government agencies as the U.S. Trade Representative and the Trade and Development Agency.

- f. **Skills and Abilities:** Excellent computer skills (especially MS Word and Excel) including the ability to operate required software effortlessly and without further instruction or mentoring is required. Ability to establish and maintain an extensive range of mid to high level contacts within and outside USAID.

Strong technical, analytical and conceptual skills to analyze issues and recommend and present solutions and/or options. Demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively with senior level officials.

POSITION ELEMENTS

- a. **Supervision Received:** As a recognized authority, the employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.
- b. **Supervision Exercised:** Contract activity management.
- c. **Available Guidelines:** Broad administrative and program policy statements, and basic legislation, related court decisions, or treaties and international agreements that require extensive interpretation. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.
- d. **Exercise of Judgment:** The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside USAID/West Africa. Decisions concerning planning, organizing, and conducting studies are complicated by conditions, such as conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level and Purpose of Contacts:** With individuals outside USAID/West Africa, and may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the Director, Deputy Director, and Program Officer of USAID/West Africa, as well as Ambassadors, Deputy Chiefs of Mission, and Section Chiefs in U.S. Embassies throughout West Africa. The purpose is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness issues.
- g. **Time Requirement to Perform Full Range of Duties:** One year

Selection Criteria

- g. **Education:** Bachelor's Degree in business or social science is required. Masters preferred. **10 points**
- h. **Prior Work Experience:** A minimum of 2 years of job related, professional-level experience in a related role is required. Prior experience in project design, implementation, and usage of complex IT systems for monitoring and evaluation of projects and results/ budget tracking and documentation is desired. **35 points**
- i. **Language Proficiency:** Fluency in English speaking, reading and writing. **15 points**

- j. **Job Knowledge:** Service in, or substantial and regular contact and/or business dealings with, key U.S. Government agencies in trade-related fields, preferably with an understanding of the functions of such U.S. Government agencies as the U.S. Trade Representative and the Trade and Development Agency. **20 points**
- k. **Skills and Abilities:** Excellent computer skills (especially MS Word and Excel) including the ability to operate required software effortlessly and without further instruction or mentoring is required.

Ability to establish and maintain an extensive range of mid to high level contacts within and outside USAID.

Strong technical, analytical and conceptual skills to analyze issues and recommend and present solutions and/or options. Demonstrated ability to manage a variety of tasks simultaneously, work collaboratively as part of a team and interact effectively with senior level officials. **20 points**